Electronic Reporting

Introduction

T he information in the Electronic Reporting section is intended for <u>vendors</u> who develop software used for MPERA's Web Reporting.

Transfer Medium Specifications

MPERA can accept data files through: (1) the MPERA Web Reporting website; or (2) by 3 ½ inch computer diskette.

1. FILE TRANSFER

Employers can electronically transfer their payroll file directly to the MPERA Web Reporting website. To transfer payroll files, employers will need Microsoft Internet Explorer (version 5.0 or higher). Contact MPERA to acquire security to access the website.

Contact MPERA for secure access to the Web Reports website.

2. DISKETTE

      A. 3 ½ - inch, double sided, high density
      B. Fixed record length of 80 bytes
      C. External label
         1) Sender: agency name, employer number, and phone
            number
         2) Description: MPERA payroll - pay day and year reported

Employers reporting by diskette must also send a computer-generated copy of the report to MPERA. Employers reporting via the Web Reporting website, but not paying by ACH, must include a screen print of the Payroll Summary along with their payment to MPERA. Refer to Additional Reporting Information Section for print instructions.

Computer– Generated Report

Agencies who report by diskette must also send a computer-generated copy of the report to MPERA. Review this report to ensure that:

- The report is correct and complete.
- The computer-generated report agrees with the diskette.
- The report is signed and dated.

Transaction File Formats

Technical specifications are available in **Table 1** at http://mpera.mt.gov/docs/eFileLayout.pdf.

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Table 2 - Employer Types

CODE	EMPLOYER TYPE	CODE	EMPLOYER TYPE
CI	City	JR**	Judges
CO	County	OA	Other Agency
CP	Central Payroll	PG*	Municipal Police
FG*	Firefighters Unified	PM**	Municipal Police
FU**	Firefighters Unified	PN***	Municipal Police
GW	Game Wardens and Peace Officers	PO****	Municipal Police
HG*	Highway Patrol Officers	PP*	Part-Paid Firefighters
HP**	Highway Patrol Officers	GP**	Part-Paid Firefighters
HS	High School	SD	School District
JG*	Judges	SR	Sheriffs
		UN	University

FG* Firefighters hired after June 30, 1997 and those who selected the GABA.
FU** Firefighters hired before June 30, 1997 and did not select the GABA.
HG* Highway patrol officers hired after June 30, 1997 and those who selected the GABA.
HP** Highway patrol officers hired before June 30, 1997 and did not select the GABA.
JG* Judges hired after June 30, 1997 and those who selected the GABA.
JR** Judges hired before June 30, 1997 and did not select the GABA.
PG* Municipal police officers hired after June 30, 1997 and those who selected the GABA.
PM** Municipal police officers hired on or after July 1, 1975 and before July 1, 1979, and who did not select the GABA.
PN*** Municipal police officers hired after June 30, 1979 and before June 30, 1997 who did not select the GABA..
PO**** Municipal police officers hired before July 1, 1975 who did not select the GABA.
PP* Part-paid firefighters hired before June 30, 1997 and did not select the GABA.
GP** Part-paid firefighters hired after June 30, 1997 and those who selected the GABA.

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Table 3 - Coding for Additional (Service Purchase) Contributions

Code	Type Service Purchase	Code	Type Service Purchase
025	Refund	**045**	Industrial Accident/Work Comp
026	Military or Reserve	**046**	Retro Coordination
040	1-for-5	**047**	Refund Coordination
041	Retroactive	**048**	Active Account Coordination
042	Other Public Service	**049**	TRD on Account Coordination
043	Elected Official	**050**	TRD Refund Coordination
044	Legislator		

Some service purchases may not be available to all retirement systems. Each specific retirement system chapter provides general information about which service purchases are available in that system.

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Member Address Data Input Formats

The following information is the file format, data input requirements, and edit criteria for the addresses. **Only report addresses for contributing employees of MPERA.** You will use one record type to format data in a member address update file. A member address record is needed for each retirement system for which contributions are withheld and reported.

Table 4 describes the specific data format for each record type. The Table also lists the following items for each record type:

Unless otherwise specified, all fields in each record type must contain characters.

- Data name
- Whether the data is alphanumeric or numeric*
- Field length
- Position number of the first character in the fields
- Any edit criteria associated with the field.

*NOTE: The MPERA definition of alphanumeric versus numeric:

Alphanumeric (A/N) fields are left justified within a field and contain alphabetic or number characters, or spaces.

Numeric (N) fields are right justified within a field and contain only the digits 0-9. Numeric fields cannot contain spaces. For example, to enter seven in a two-digit numeric field, you must enter "07" not " 7".

MPERA can accept data files using one of the following media types:
1. File Transfer to the MPERA Web Reporting site;
2. By 3 ½" computer diskette.

See page 1 of **Electronic Reporting** for requirements.

If you have questions about electronic reporting of member addresses, contact MPERA.

Quick Reference Guides for Online Reporting are available at the end of this section for your convenience.

Table-4

FIELD DESCRIPTION	TYPE	SIZE	POS
RETIREMENT SYSTEM NUMBER	N	2	1
EMPLOYER TYPE - see Table 2	A/N	2	3
EMPLOYER IDENTIFICATION NUMBER - Assigned by MPERA	N	4	5
DATE FILE CREATED (YYYYMMDD)	N	8	9
EMPLOYEE SOCIAL SECURITY NUMBER	N	9	17
EMPLOYEE LAST NAME	A/N	22	26
EMPLOYEE FIRST NAME	A/N	17	48
EMPLOYEE MIDDLE INITIAL	A/N	1	65
ADDRESS LINE 1	A/N	30	66
ADDRESS LINE 2 (IF EXISTS)	A/N	30	96
ADDRESS LINE 3 (IF EXISTS)	A/N	30	126
CITY	A/N	22	156
STATE (ABBREVIATION)	A/N	2	178
ZIP CODE (5)	N	5	180
ZIP CODE (4) (SPACES IF UNKNOWN-NUMERIC IF ENTERED)	A/N	4	185